

**MAYOR AND COUNCIL MEETING
TUESDAY, APRIL 27, 2021, 6:00PM**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. City Staffing Update
- 3. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 4. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Resolution 2021-02 – Milton E. Frech Jr. Operations Center – vote anticipated
 - b. Resolution 2021-03 – Traffic Control Request – State Farm Parking Spaces – vote anticipated
 - c. Special Ordinance 573 – FY2022 Property Tax Rate – first reading
- 5. COUNCIL MEMBER REPORTS**
- 6. CONSENT AGENDA**
 - a. Water Tap Requests – 715 A&B West Potomac Street
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - a. 2021 Municipal Pool Approvals – vote anticipated
 - b. Event Application Approvals – votes anticipated
 1. City of Brunswick – Independence Day Fireworks Display
 2. City of Brunswick – Railroad Days
 3. City of Brunswick – Downtown Halloween Party
 4. City of Brunswick – Holiday Parade
 5. Smoketown Brewing Station – Mini Hootenany Event
- 9. ADJOURNMENT**

4/21/2021 1:01 PM

RESOLUTION NO. 2021-02

**A RESOLUTION TO ESTABLISH THE
“MILTON E. FRECH, JR. OPERATIONS CENTER”.**

WHEREAS, Milton E. Frech, Jr. began his career in law enforcement in 1987, serving in the Baltimore City Police Department, Frederick Police Department, and Frederick County Sheriff's Office until his retirement in 2007; and

WHEREAS, Milton E. Frech, Jr. was hired as Assistant Chief of Police in the City of Brunswick on February 5, 2007, promoted to Chief of Police on June 15, 2009, and continued to serve in that capacity until his death on March 30, 2021; and

WHEREAS, Milton E. Frech, Jr. advanced the Brunswick Police Department in numerous positive ways during his tenure including quality officer recruitment and retention, as well as positive experiences for all through steadfast community policing actions; and

WHEREAS, Milton E. Frech, Jr. served the City of Brunswick for over fourteen years as a humble public servant, well-respected member of the greater community, and beloved co-worker; and his legacy will be forever cherished by those fortunate enough to know him; and

WHEREAS, the City of Brunswick is building an Emergency Operations Center, Police Department, and Public Works Building at 811 West Potomac Street; a project that Chief Frech was instrumental in implementing and planning prior to his death;

BE IT RESOLVED the City building at 811 West Potomac Street shall be established as the “Milton E. Frech, Jr. Operations Center”.

PASSED this ____ day of _____, 2021 by a vote of ____ for; ____ against; ____ abstaining, and ____ absent.

ATTEST:

David B. Dunn, City Administrator

COUNCIL OF THE CITY OF BRUNSWICK:

By: _____
John Dayton, Mayor Pro Tem

APPROVED this ____ day of _____, 2021.

ATTEST: _____

David B. Dunn, City Administrator

Nathan Brown, Mayor

RESOLUTION NO. 2021-03

A RESOLUTION TO AUTHORIZE CUSTOMER PARKING ONLY SIGNS ON SECOND AVENUE WITHIN THE CORPORATE LIMITS OF THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, pursuant to the powers granted to them by the Annotated Code of Maryland, and Section 6-1201 of the Code of Ordinances of the City of Brunswick, Maryland, the Mayor and Council deem it to be "necessary for the safety and control of vehicular or pedestrian traffic or for the regulation of the use of parking areas" to assign Customer Parking Only spaces within the corporate boundaries of the City of Brunswick, Maryland and to authorize the erection of Customer Parking Only signs.

BE IT RESOLVED, that two Customer Parking Only signs shall be enacted on Second Avenue, within the corporate boundaries of the City of Brunswick, Maryland as determined by the Brunswick Department of Public Works and the Brunswick Police Department.

PASSED this day 27th day of April, 2021 by a vote of ____ for; ____ against; ____ abstaining, and ____ absent.

ATTEST:

David B. Dunn, City Administrator

COUNCIL OF THE CITY OF BRUNSWICK:

By: _____

John Dayton, Mayor Pro Tem

APPROVED this ____ day of _____, 2021.

ATTEST: _____

David B. Dunn, City Administrator

Nathan Brown, Mayor



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

TRAFFIC CONTROL REQUEST

Please complete the following questions, indicating your request, and be as specific as possible.

Please allow 3-5 business days for processing.

If you have any questions or concerns, call City Hall Customer Service at (301) 834-7500 or email at CityHall@BrunswickMD.gov.

*****Handicap space requests should not be requested on this form.
Please obtain a Handicap Parking Space Request Form.*****

Date:	04/07/2021
Name:	Chris Lucas State Farm
Address:	201 E Potomac St
Phone #:	3016961515
Email Address:	Chris@LucasSF.com

Type of Traffic Control Requested:

- ☐ Temporary Meter Bagging
- ☐ Temporary No Parking Signs
- ☐ Stop Sign
- ☒ Other – Please explain: Two marked parking spots for State Farm on 2nd Ave and mark the rest of the spots on 2nd Ave up to the church

Please Complete the Following:

Location of Requested Signage:	2nd Ave
Justification for Request:	Customer parking due to other residents in inefficient
Date & Time of Traffic Control Needed:	9-5 M-F

FOR CITY USE ONLY

Police Recommendation:

Signature:	Date: Approved by email 4/8/2021
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Public Works Recommendation/Costs:

Signature:	Date: Approved by email 4/13/2021
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Administration Recommendation:

Signature:	Date:
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P&Z approved 4/13/2021

\\FS1\City Hall\Departments\Front Desk\Blank Forms\Traffic Control Request - Police\BLANK FORMS\Traffic Control Request.docx

INCORPORATED 1890

BIG TOWN
SMALL CITY

BRUNSWICKMD.GOV

From: [Grunwell, Kevin](#)
To: [Heather Gottke](#)
Subject: RE: Traffic Control Request - Marked Spaces 201 E. Potomac Street
Date: Thursday, April 8, 2021 11:44:26 AM

Heather,

BPD has no issues with this request.

Thanks,

Capt. Kevin Grunwell #0148

Captain Kevin Grunwell
Brunswick Police Department
20 East A Street
Brunswick, MD 21716
(O) 301-834-3101 (M)240-656-5959

From: Heather Gottke <HGottke@brunswickmd.gov>
Sent: Wednesday, April 7, 2021 4:26 PM
To: Public Works <publicworks@brunswickmd.gov>; Ebberts, Veronica <VEbberts@FrederickCountyMD.gov>; Todd Shepherd <code@brunswickmd.gov>
Cc: Erin Spencer <ESpencer@Brunswickmd.gov>; David Dunn <DDunn@Brunswickmd.gov>; Planner <planner@brunswickmd.gov>; Abigail Ingram <AIngram@brunswickmd.gov>
Subject: Traffic Control Request - Marked Spaces 201 E. Potomac Street

[EXTERNAL EMAIL]

Afternoon everyone –

Please send us any comments you have regarding the application for the M-F parking restriction as requested. We will then forward to Mayor and Council with comments.

Thank you,

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Public Works
To: Bruce Dell; Heather Gottke
Subject: RE: Traffic Control Request - Marked Spaces 201 E. Potomac Street
Date: Tuesday, April 13, 2021 12:39:58 PM

OK I'm good with it.

John Gerstner
Public Works Director
Phone (301)-834-7500
Fax (301)-834-7638

From: Bruce Dell
Sent: Tuesday, April 13, 2021 12:08 PM
To: Heather Gottke <HGottke@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>
Subject: RE: Traffic Control Request - Marked Spaces 201 E. Potomac Street

Just the east side of the street was requested.

Bruce R. Dell
Planning & Zoning Administrator
City of Brunswick
601 E. Potomac Street
Brunswick, Md 21716
301-834-7500 ext. 300
planner@brunswickmd.gov

From: Heather Gottke
Sent: Tuesday, April 13, 2021 9:36 AM
To: Public Works <publicworks@brunswickmd.gov>
Cc: Bruce Dell <Planner@Brunswickmd.gov>
Subject: RE: Traffic Control Request - Marked Spaces 201 E. Potomac Street

Bruce – See below? Let me know if I need to call the applicant for clarification.
Thx

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Public Works <publicworks@brunswickmd.gov>
Sent: Friday, April 9, 2021 2:21 PM

To: Heather Gottke <HGottke@brunswickmd.gov>

Subject: RE: Traffic Control Request - Marked Spaces 201 E. Potomac Street

Do they want both sides of second ave painted or just one side?

John Gerstner
Public Works Director
Phone (301)-834-7500
Fax (301)-834-7638

From: Heather Gottke

Sent: Wednesday, April 7, 2021 4:26 PM

To: Public Works <publicworks@brunswickmd.gov>; Veronica Ebberts
<vebberts@frederickcountymd.gov>; Todd Shepherd <code@brunswickmd.gov>

Cc: Erin Spencer <ESpencer@Brunswickmd.gov>; David Dunn <DDunn@Brunswickmd.gov>; Bruce
Dell <Planner@Brunswickmd.gov>; Abigail Ingram <AIngram@brunswickmd.gov>

Subject: Traffic Control Request - Marked Spaces 201 E. Potomac Street

Afternoon everyone –

Please send us any comments you have regarding the application for the M-F parking restriction as requested. We will then forward to Mayor and Council with comments.

Thank you,

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

MAYOR AND COUNCIL OF BRUNSWICK SPECIAL ORDINANCE NUMBER 573

AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO ADOPT THE FISCAL YEAR 2022 PROPERTY TAX RATE FOR THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, the Charter of the City of Brunswick, Article VI, Section 16-56 and the Local Government Article, Title 4, Section 4-106 of the Annotated Code of Maryland, authorizes the Mayor and Council to levy taxes on real property, and;

WHEREAS, the Mayor and Council of the City of Brunswick deem it to be in the best interest of the citizens of Brunswick to establish and adopt a FY 2022 Property Tax Rate of **\$.41** on each One Hundred Dollars (\$100.00) of assessable property, and;

WHEREAS, the Mayor and Council of the City of Brunswick conducted a Property Tax Public Hearing on May 25, 2021, and;

NOW THEREFORE BE IT RESOLVED, the Fiscal Year 2022 Property Tax Rate is hereby adopted, accepted and enacted.

PASSED this 8th day of June, 2021 by a vote of ____ for; ____ against; ____ abstaining; and ____ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

David B. Dunn
City Administrator

By: _____
Name: John Dayton
Title: Mayor Pro Tem

ATTEST:

David B. Dunn
City Administrator

Nathan Brown, Mayor
Date: _____



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Mayor & Council
715 A and B West Potomac Street
Water Tap Allocation Request
Staff Report
April 27, 2021

BACKGROUND:

On March 9, 2004, the City adopted the Water & Sewer Rules & Regulations and on April 27, 2004, Council approved Water & Sewer Allocation Policy.

This request is to locate the proposed 2" main extension to serve 1 existing dwelling and two lots of record with City water on City property and through the platted alley right-of-way to the rear of the lots. The 1" water meter and laterals will be located at the rear property line within City approved crocks. Allocation of 2 water taps will be needed to serve the existing vacant lots of record.

ANALYSIS:

The Tap Allocation process was established to ensure that taps are used within the appropriate time period to the maximum extent possible and to preclude the potential hoarding of taps. This process requires that a Tap Allocation Request with Fee be filed and approved by Mayor & Council.

Once the Tap Application is approved, the Applicant must pay the capacity fees for the water and sewer taps within 30 days of approval. A Zoning Certificate Application Package with Fee, an Entrance Permit Package with Fee, a Modified Public Works Agreement and fee, the purchase of the water meter and payment of the lateral inspections fees will follow.

This application has come before the Mayor & Council to approve purchase of the requested taps. Improvements within the property and Right-of-Way are to be submitted for detailed review and approval prior to issuance of zoning certificate.

This request is for Water Taps for 2 Single family lots along West Potomac Avenue. Each lot is proposed to contain one single family dwelling. All work for connections to City infrastructure will be regulated by the Modified Public Works Agreement.

RECOMMENDATION:

Staff recommends approval of the extension and tap allocation in accordance with City Tap Allocation Policy and the City Water & Sewer Rules and Regulations, with the following conditions:

1. Capacity fees must be paid prior to issuance of Zoning Certificate.
2. Improvements to the public right-of-way are conditions of approval.
3. The Applicant must obtain Improvement Plan approval, R/W Obstruction Permit, Post surety for all infrastructure and obtain water meters from the City of Brunswick Department of Public Works.
4. Water lateral connection to be inspected by the City of Brunswick Department of Public Works. Sanitary Sewer to be inspected by Frederick County Maryland.
5. No work is to be conducted within a Right-of-Way without Public Works and/or State Highway approval and inspection.
6. Improvement plan, applicable certificates, permits, and agreements are to be applied for and obtained.

2021 Municipal Pool Season

General Guidelines

- Masks and social distancing required inside bathhouse at all times
- No restrictions for usage of main pool, baby pool, splash park, slide, furniture

Operating Hours & Rates

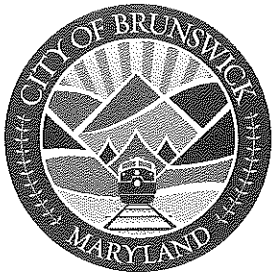
- Open Memorial Day Weekend (Saturday, 5/29/21) – Labor Day Weekend (Monday, 9/6/21)
- Monday – Thursday – Noon – 7pm
- Friday, Saturday, Sunday – Noon – 5:30pm
- Modified hours when FCPS is in session
- Daily admission rates
 - Youth (12 & under) \$3
 - Teen/Senior (13-17, 60+) \$4
 - Adult (18+) \$6
 - Daily admission is only available at the front desk of the pool by cash or check
- Season passes
 - Youth \$65
 - Teen/Senior \$80
 - Adult \$110
 - Two-Person \$150
 - Household (up to 4 people) \$200
 - Household + each additional \$25 each
 - Season passes are only available for purchase through City Hall

Private Parties

- Fridays, Saturdays, Sundays from 6-8pm
- 25 people & under \$150
- 26-50 people \$175
- 51-99 people \$200
- Staff does not recommend allowing more than 100 in attendance at pool parties

Swim Lessons

- Age 3-13
- 30 minute sessions Monday – Friday for two weeks (10 session total)
- \$60/child
- Classes limited to 10 per class



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	City of Brunswick		
Contact Name:	Lauren Spring/City of Brunswick		
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Address:	1 W Potomac Street, Brunswick, MD 21716		
Email:	LSpring@BrunswickMD.gov		
Cell Phone:	(301) 712-6505 (Lauren)		

Name and Description of Event:	2021 Fireworks Display		
Date of Event:	Saturday, July 3, 2021		
Event Time:	Set-Up Time: Mid-Day	Event Start Time: 9:30PM	
	Event Stop Time: 10:00 PM 9:45	Event Tear Down Time: 9:55 PM	
Location of Event: Identify streets, alleys, sidewalks, etc.	Baseball field near the Brunswick Middle School Complex. 20 minute show		

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____ No <input checked="" type="checkbox"/>	
	Live Band(s) _____ DJ _____	Radio _____ Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____ No <input checked="" type="checkbox"/>	

Will Vendors be set up at event? If yes, give details.	Yes _____	No <u>X</u>
Will signage or banners be used? If yes, give details of location, size, etc.	Yes _____	No <u>X</u>
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____	No <u>X</u>
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <u>X</u>
Will event generate income? If yes, who will benefit?	Yes _____	No <u>X</u>
Number of people expected to attend?	Less than 50 _____	51-100 _____
	101-150 _____	More than 150 <u>X</u>
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <u>X</u>
Who will provide security at this event?	Brunswick PD will be on site	
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="radio"/> Electricity <input type="radio"/> Restrooms <input checked="" type="radio"/> Barricades/Traffic Cones <input type="radio"/> City Vehicle <input type="radio"/> Trash/Recycle Cans <input type="radio"/> Police Escort <input type="radio"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ _____ <input type="radio"/> Other _____ _____ 	

Signature of Applicant: *Lauren Spring*

Date: 03/30/2021

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Saturday, July 3, 2021
Name of Event:	2021 Fireworks Display
Organization Name:	City of Brunswick

Date Application Rec'd:	03/31/21
Date Application Routed to Departments:	4/20/21
PW Comments:	✓
PD Comments:	✓
P&Z Comments:	✓
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: Lauren Spring/City of Brunswick

Phone Number: (301) 712-6505 (Lauren)

Email Address: LSpring@BrunswickMD.gov

Name of Property Owner: City of Brunswick

Property Address: Near Cummings Drive/Sports Complex

Mailing Address: 1 W Potomac Street, Brunswick, MD 21716

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** **Parcel:** **Lot:** **Zone:**

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*

☐ Please check if a separate list of requested resources is attached.

Signature of Applicant: Lauren Spring

Date: 03/30/2021

OFFICE USE ONLY

#BR-ZC- Fee Paid: Date: Issued by:

Conditions:

Cc: DPW Police: Other:



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the 2021 Fireworks Display, scheduled for 07/03/2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	City of Brunswick/Lauren Spring	Date:	03/30/2021
Authorized Signature:	<i>Lauren Spring</i>		
Address:	1 W Potomac Street, Brunswick, MD 21716		
Phone Number:	(301) 712-6505 (Lauren)		
Witness:		Date:	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events

Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. **PURPOSE**

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. **DEFINITIONS**

- a. **"Event"** is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. **"Block Party"** is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. **"Parade"** is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. **"Race"** is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted.

Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement **may** include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Lauren Spring</i>	Date: 03/30/2021
Applicant Name (Printed): Lauren Spring/City of Brunswick	

Lauren Spring

From: Public Works
Sent: Tuesday, April 20, 2021 12:53 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021 Fireworks Event App - Please Approve

DPW is ok.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Tuesday, April 20, 2021 8:59 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021 Fireworks Event App - Please Approve

Please email back with approvals/comments asap.

Thank you,
Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, April 20, 2021 12:06 PM
To: Lauren Spring; Public Works; Heather Gottke
Subject: RE: 2021 Fireworks Event App - Please Approve

BPD is ok with this event.

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 8:59 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021 Fireworks Event App - Please Approve

[EXTERNAL EMAIL]

Please email back with approvals/comments asap.

Thank you,
Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Lauren Spring

From: Heather Gottke
Sent: Tuesday, April 20, 2021 1:30 PM
To: Lauren Spring; Public Works; Kevin Grunwell
Subject: RE: 2021 Fireworks Event App - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 8:59 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021 Fireworks Event App - Please Approve

Please email back with approvals/comments asap.

Thank you,
Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	City of Brunswick		
Contact Name:	Lauren Spring		
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Address:	1 W Potomac Street, Brunswick, MD 21716		
Email:	LSpring@BrunswickMD.gov		
Cell Phone:	(301) 712-6505 (Lauren)		

Name and Description of Event:	2021 Brunswick Railroad Days		
Date of Event:	10/02/2021 & 10/03/2021		
Event Time:	Set-Up Time: 7AM on 10/2	Event Start Time: 10AM both days	
	Event Stop Time: 5PM both days	Event Tear Down Time: 5PM on 10/3	
Location of Event: Identify streets, alleys, sidewalks, etc.	Throughout downtown Brunswick on East & West Potomac; Legion Parking Lot; Railroad Square; Square Corner Park; Lessler Lot		

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Live Band(s) <input checked="" type="checkbox"/> Radio <input type="checkbox"/> DJ <input type="checkbox"/> Other <input type="checkbox"/>
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Will Vendors be set up at event? If yes, give details.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Set up along E & W Potomac St; Railroad Square			
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Banner across intersection			
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Vendor Registration Form for fee information			
Will admission to event be charged? If yes, what is the cost?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Will event generate income? If yes, who will benefit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Vendors will generate income			
Number of people expected to attend?	Less than 50 <input type="checkbox"/>	51-100 <input type="checkbox"/>	101-150 <input type="checkbox"/>	More than 150 <input checked="" type="checkbox"/>
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Who will provide security at this event?	Hired security company and Brunswick PD			
Please identify type of City support requested: (All are subject to availability)	<div style="list-style-type: none;"> <input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Restrooms <input checked="" type="checkbox"/> Barricades/Traffic Cones <input checked="" type="checkbox"/> City Vehicle <input checked="" type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input checked="" type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) <u>*see Staff Support List</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div>			

Signature of Applicant: <i>Lauren Spring</i>	Date: 03/30/2021
---	-------------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	10/02/2021 & 10/03/2021
Name of Event:	2021 Brunswick Railroad Days
Organization Name:	City of Brunswick

Date Application Rec'd:	3/30/21
Date Application Routed to Departments:	3/30/21
PW Comments:	✓ approved
PD Comments:	✓ approved
P&Z Comments:	✓ approved
Date of Final Approval:	
Date Applicant Notified:	

Lauren Spring

From: Heather Gottke
Sent: Tuesday, March 30, 2021 9:51 AM
To: Lauren Spring; Chief Frech; CJ Crummitt
Cc: Bruce Dell
Subject: RE: 2021 Railroad Days - Event Application

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, March 30, 2021 9:15 AM
To: Heather Gottke <HGottke@brunswickmd.gov>; Chief Frech <mfrech@frederickcountymd.gov>; CJ Crummitt <ccrummitt@brunswickmd.gov>
Subject: 2021 Railroad Days - Event Application

Attached you will find the Event Application for 2021 Railroad Days. Nothing has changed from previous years, as to Staff Support or festival area.

Please email back with your comments/approvals at your earliest convenience.

Thank you,
Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: CJ Crummitt
Sent: Tuesday, March 30, 2021 9:17 AM
To: Lauren Spring; Heather Gottke; Chief Frech
Subject: RE: 2021 Railroad Days - Event Application

DPW is ok with this.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

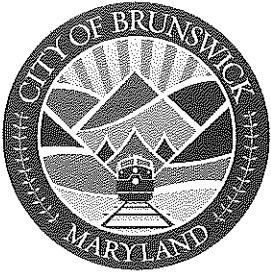
From: Lauren Spring
Sent: Tuesday, March 30, 2021 9:15 AM
To: Heather Gottke <HGottke@brunswickmd.gov>; Chief Frech <mfrech@frederickcountymd.gov>; CJ Crummitt <ccrummitt@brunswickmd.gov>
Subject: 2021 Railroad Days - Event Application

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Please email back with your comments/approvals at your earliest convenience.

Thank you,
Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events

Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. DEFINITIONS

- a. **"Event"** is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. **"Block Party"** is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. **"Parade"** is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. **"Race"** is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted.

Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement **may** include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Lauren Spring</i>	Date: 03/30/2021
Applicant Name (Printed): Lauren Spring	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: City of Brunswick

Phone Number: (301) 712-6505 (Lauren)

Email Address: LSpring@BrunswickMD.gov

Name of Property Owner: City of Brunswick

Property Address: Downtown Brunswick Streets

Mailing Address: ---

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** **Parcel:** **Lot:** **Zone:**

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*

Barricades throughout downtown Brunswick - see sketch for locations.

☐ Please check if a separate list of requested resources is attached.

Signature of Applicant: Lauren Spring **Date:** 03/30/2021

OFFICE USE ONLY

#BR-ZC- **Fee Paid:** **Date:** **Issued by:**

Conditions:

Cc: DPW **Police:** **Other:**



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the 2021 Brunswick Railroad Days, scheduled for 10/02/2021 & 10/03/2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	City of Brunswick/Lauren Spring	Date:	03/30/2021
Authorized Signature:	<i>Lauren Spring</i>		
Address:	1 W Potomac Street, Brunswick, MD 21716		
Phone Number:	(301) 712-6505		
Witness:		Date:	

2021 Railroad Days Staff Support List

Saturday, October 2nd & Sunday, October 3rd

Todd

- Provide electrical connections in Square Corner Park & Railroad Square.

Police

- Request slow train order from CSX.
- Post "No Parking" fliers on vehicle windshields and meters during night shift leading up to event – areas to include:
 - Unit block of East Potomac Street
 - Unit block, 100 block, and 200 block of West Potomac Street
 - South Maple Avenue
 - Railroad Square Parking lot
 - North & South Maryland Avenue
 - City Hall Parking lot
 - American Legion Parking lot
- Bag meters on Maple Avenue prior to event
- Close Railroad Square parking lot Thursday, October 1st after last commuter train leaves – Public Works truck will be provided as one barricade, police cruiser as another
- Close streets in festival area on Friday, October 1st after most commuter traffic has cleared (approx. 6-6:30PM). Barricades will be provided.
- Provide staff support during event – Chief must be reachable at ALL times via radios (to be provided).
- Coordinate with hired security (if needed) overnight on from Friday to Saturday/Saturday to Sunday.

Public Works

- Add RR Days event info (dates, street closures, etc.) to electronic sign
- Hang large banner at intersection of W. Potomac & Maple Ave on **September 3rd 2021**.
- Post "No Parking" fliers on vehicle windshields leading up to event (Friday 9/24, Monday 09/27, Wednesday 9/29, Thursday, 9/30)
 - Unit block of East Potomac Street
 - Unit block, 100 block, and 200 block of West Potomac Street
 - South Maple Avenue
 - Railroad Square Parking lot
 - North & South Maryland Avenue
 - City Hall Parking lot
 - American Legion Parking lot

- Mow and trim weeds throughout festival area including Lessler's lot, RR Square, train station, Square Corner Park, around Observation Deck, the grass area on old YMCA lot
- Run extension cord from pavilion to street corner
- Run extension cord from upstairs office window (city hall) to street corner

Thursday, September 30th

- Place event parking signs throughout town
- Flip over parking signs at entrance to City Hall lot
- Leave one truck at west end of Railroad Square for police officers to use as a barricade once lot is closed to commuter traffic
- Place orange fence at Gross property from red building to fence at Observation Deck
- Place barricades at locations listed. PD will move barricades into place when they close the streets

Friday, October 1st

- Clean all streets and parking lots throughout festival area
- Complete all water and electric hookups with Todd by Friday at 5PM
- Place trash and recycle bins throughout festival area – *please make sure there is an extra trash can at corner by City Hall.*
- Place six white "No Parking" stands in City Hall lot on sidewalk under drive through
- Provide Lauren/Carrie with several cans of bee spray, two staple guns, and staple refills
- Place 150 chairs in Square Corner Park facing stage
- Place A-frames at following locations:
 - Outside City Hall on W Potomac Street
 - Outside Mummer's on Maple Avenue
 - Beside train station on Maple Avenue
 - At American Legion entrance on Maple Avenue
 - Place 1 small tent (one with City logo) at train station by Maple Avenue
- Place 6 tables, 10 chairs at train station by Maple Avenue
- Deliver gator to City Hall for use to mark streets

Saturday, October 2nd & Sunday, October 3rd

- Provide staff support during event
- Public Works must be available at all times during the event via radios (to be provided).
- Public Works is to consistently check trash cans in event area and pick up any trash they see in the event area.
- Railroad Square water/electric hookups disconnected by Sunday at 5PM
- Leave PW trash truck on South Maryland Avenue – do not park on Maple Avenue

Monday, October 4th

- Lessler's lot thoroughly cleaned and trash removed
- Provide cleanup and tear down of tents, tables, chairs, barricades, A frames, signs, trash cans etc.



VENDOR REGISTRATION FORM

2021 BRUNSWICK RAILROAD DAYS
Saturday, October 2nd & Sunday, October 3rd
10AM – 5PM Both Days
Downtown Brunswick



Vendor Name: _____

- Food vendors must include a copy of vendor Health Department Food Permit.
- Due to availability, electric and water connections will **only be available to food vendors**.
- Portable battery power provided by the vendor is permissible. No gas-powered generators are allowed.
- Vendors are responsible for supplying extension cords of the proper wire gauge and length to meet the requirements of their equipment.
- Please note that we will only be accepting ONE independent consultant from each company (i.e. - Scentsy, Color Street, Pink Zebra, Pampered Chef, etc.)
Please email LSpring@BrunswickMD.gov to check availability before sending in your application.

REGISTRATION FEES

All fees are for ONE 12' long x 10' deep space

Please select box for Registration Fees:

- ☐ Non-Profit: \$25.00
- ☐ Business/Crafter: \$50.00
- ☐ Food Vendor (Non-Profit): \$75.00
- ☐ Food Vendor (Profit): \$100.00

Food Vendors Only (check box if needed):

- ☐ Water Hook-Up
- ☐ Electrical Requirements – List amps needed: _____

Additional Fee Applies for Electric Use: \$25.00

Number of Spaces (one space is 12' long x 10' deep): _____

Space Preference (not guaranteed): _____

Total Amount Due: _____

REQUIRED VENDOR INFORMATION

Vendor Name: _____
Contact Name: _____
Email Address: _____
Phone Number: _____
Street Address: _____
Website: _____

Tax Information

Federal Identification #: _____
State Tax ID #: _____
Social Security #: _____

Description of food, craft items, business, etc.

VENDOR PAYMENT INFORMATION

Vendor Name: _____

DEPOSIT INFORMATION

Applications will not be considered until the Vendor Deposit is received.

To be paid by separate check payable to "City of Brunswick".

Deposit checks will only be cashed if the vendor is not present during the entire event, including if vendor is not open at the beginning of the event at 10AM on Saturday; if vendor only participates in one day of the event; and/or if vendor shuts down or leaves prior to the end of the event at 5PM on Sunday.

Otherwise, the check will be returned to the vendor on Sunday afternoon at the event.

Deposit Amount: \$65.00

Check #: _____

REGISTRATION FEE INFORMATION

Payment Type:

- ☐ Check – Please make checks payable to "City of Brunswick"
 - Check # _____
 - Amount: _____
- ☐ Credit Card (see below)
 - Credit Card payments can also be made over the phone with Lauren at (301) 834-7500 ext. 204 Monday-Friday between 8AM – 4:30PM.

Credit Card Information

Check one:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
Credit Card #:			
Expiration Date:			
CVC Code:			
Amount:			
Signature:			

TERMS OF PARTICIPATION

1. The City of Brunswick, MD, is sponsoring *Brunswick Railroad Days* on Saturday and Sunday, October 2nd & 3rd, 2021, from 10AM to 5PM. **The event will be held rain or shine.**
 2. Outdoor spaces will be provided along East Potomac Street, West Potomac Street, Railroad Square and other areas as needed. **Spaces are limited to 12' long x 10' deep and are uncovered. Vendor must supply own tables, chairs, and canopies. Please do not drive any canopy stakes into road or sidewalk surfaces.**
 3. Craft Vendors: Set-up time for outdoor crafters is 6PM-8PM on Friday evening, October 1st, 2021 or at 7AM on Saturday, October 2nd and Sunday, October 3rd. **Each vendor is assigned space, but exact location of space is not guaranteed.** Please unload all tables, crafts, and canopies as quickly as possible, then move vehicles to an authorized parking area before you set up. Police patrols and security will be in the immediate area overnight Saturday night, so vendors can leave tables and canopies set up overnight **at their own risk** if preferred. No guarantees are offered or implied regarding theft or vandalism.
 4. Food Vendors: Set-up time in Railroad Square Park is Friday, October 1st, 2021. If planning to set-up Friday, vendors **must** notify the Events Coordinator the week before the event to set up an appointment. The City needs to hook up all electric and water lines the day before the festival. On Saturday and Sunday, after unloading supplies, please be sure to move vehicles to an authorized parking area. **A current copy of Health Department Food Permit must be received by September 10, 2021 in order to assign spaces.**
 5. **All crafters, food vendors, and organizations must stay in their assigned space.** No direct solicitation of sales, yelling, threats, vulgarity, or loud music from your space is permitted. If this rule is violated, you will be directed to leave without a refund or re-entry into the event.
 6. **Railroad Days closes at 5PM both days. Vehicles are prohibited in vendor areas between 9AM and 5:30PM.** The time for getting back into the assigned space in the evening is for safety reasons. This will give spectators time to leave the area. There will not be a storage area available overnight.
 7. **It is the responsibility of the applicant to collect and forward Maryland sales tax to the State.** The City provides the State of Maryland with a list of vendors.
 8. **The City of Brunswick and its employees will not be responsible for personal injury, loss, nor damage to property or belongings, whether it be a craft vendor, food vendor, exhibitor, patron, shopper or spectator.** No liability insurance coverage will be provided by the City of Brunswick.
 9. **Cancellations after September 24, 2021 or "no shows" the day(s) of the event will forfeit all fees.** Cancellation refunds due to a medical or other emergency will be reviewed on a case-by-case basis.
- I/We have read, understand, and agree to the City of Brunswick Terms of Participation detailed above. Violations will result in termination of this Agreement and may result in removal from the event.**

Vendor Name: _____
Signature: _____
Date: _____

INDEMNITY/HOLD HARMLESS

To the fullest extent permitted by law, the undersigned Business/Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, volunteers, and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability, or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time from there) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to **Brunswick Railroad Days** scheduled for **Saturday October 2, 2021, and Sunday, October 3, 2021, as well as any vendor set-up on Friday, October 1, 2021.**

Further, except that the Business/Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Business/Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced under there; and the Business/Organization/Individual shall pay any and all judgments which may be recovered in any suit, action, or proceeding, and any and all expense including, but not limited to, costs, attorney's fees, and settlement expenses, which may be incurred therein.

Vendor Name: _____
Signature: _____
Date: _____

38th Annual Brunswick Railroad Days

Saturday, October 2nd and Sunday, October 3rd, 2021

10:00 a.m. - 5:00 p.m.

Vendor Welcome Packet



This year the City of Brunswick celebrates its 38th Brunswick Railroad Days, an annual two-day festival that takes place the first full weekend of October. We are seeking vendors, entertainers, and non-profit organizations which would like to join us in celebrating all of the great things Brunswick has to offer.

From our history as one of the hubs of the B&O Railroad and our past and current connections to the Chesapeake and Ohio Canal, to the spectacular beauty of the Potomac River and the amazing talent of our local performers, artists, and local business people, there is a lot to get excited about in Brunswick, Maryland! This year, we are also celebrating the 50th Anniversary of the C&O Canal becoming a National Historic Park!

We are seeking a wide array of quality, family-friendly vendors, craftspeople and entertainers to participate in this year's Brunswick Railroad Days. General and railroad/train-themed merchandise, quality handmade and/or homemade arts and crafts including: painting, photography, ceramics, woodworking, textiles, stained glass, candles, jewelry, multi-media, and more will be considered. Organizers are looking to highlight artisans, crafters and demonstrators, such as blacksmiths, weavers, candle makers, and glass-blowers to display their handiwork and demonstrate their craft. Please contact festival organizers to discuss the opportunities available. The festival will include: entertainment, shopping, delicious food, model trains, railroad exhibits, children's activities, and, of course, train rides! Vendors should refer to the Vendor Application for a list of all applicable fees and requirements.

In addition to the vendor fee, vendors are required to submit a separate deposit check for \$65 to be held until the end of the event to ensure participation for the entire event.

Deposit checks will only be cashed if the vendor is not present during the entire event, including if vendor is not open at the beginning of the event at 10AM on Saturday; if vendor only participates in one day of the event; and/or if vendor shuts down or leaves prior to the end of the event at 5PM on Sunday. Otherwise, the check will be returned to the vendor on Sunday afternoon at the event.

Railroad Days will be held rain or shine

Up to date information and updates regarding the event can be found at www.brunswickrailroaddays.org and on the Brunswick Railroad Days Facebook page.

38th Annual Brunswick Railroad Days

Saturday, October 2nd and Sunday, October 3rd, 2021

10:00 a.m. - 5:00 p.m.

To participate in 2021 Brunswick Railroad Days, please complete and return the following by
September 3, 2021:

- 1) Vendor Registration Packet – Pages: 1-5
- 2) Two (2) photos of your product/display (if applicable)
- 3) Deposit Check -- \$65.00
- 4) Vendor Fee – Payable by check or credit card

Return the application, forms, photos (if applicable), **separate deposit check**, and vendor fee payment to:

**City Hall
1 W. Potomac Street
Brunswick, MD 21716
ATTN: Railroad Days**

You will be notified on a rolling basis by e-mail by September 10, 2021 if your application has been accepted, at which time your payment will be processed.

No applications will be accepted after September 3, 2021.

If you have questions, please contact Lauren Spring at (301) 834-7500 ext.204 or by email at LSpring@BrunswickMD.gov

Up to date information and updates regarding the event can be found at
www.brunswickrailroaddays.org and on the Brunswick Railroad Days Facebook page.

Lauren Spring

From: Heather Gottke
Sent: Tuesday, April 20, 2021 9:25 AM
To: Lauren Spring; Public Works; Kevin Grunwell
Cc: Bruce Dell
Subject: RE: 2021 Railroad Days Event App - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:00 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021 Railroad Days Event App - Please Approve

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Public Works
Sent: Tuesday, April 20, 2021 12:55 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021 Railroad Days Event App - Please Approve

DPW is ok with this.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Tuesday, April 20, 2021 9:00 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021 Railroad Days Event App - Please Approve

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, April 20, 2021 12:19 PM
To: Lauren Spring; Public Works; Heather Gottke
Subject: RE: 2021 Railroad Days Event App - Please Approve

BPD is ok with this event

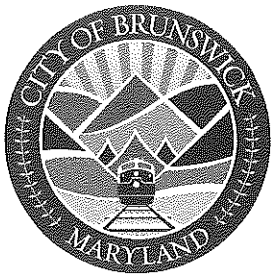
From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:00 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021 Railroad Days Event App - Please Approve

[EXTERNAL EMAIL]

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	City of Brunswick, MD	
Contact Name:	Lauren Spring	
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Address:	1 W Potomac Street, Brunswick, MD 21716	
Email:	LSpring@BrunswickMD.gov	
Cell Phone:	(301) 712-6505	

Name and Description of Event:	Downtown Halloween Party: Located in Square Corner Park, to coincide with Trunk-or-Treat	
Date of Event:	Saturday, October 30, 2021	
Event Time:	Set-Up Time: 5:00PM	Event Start Time: 6:00PM
	Event Stop Time: 8:00PM	Event Tear Down Time: 8:00PM
Location of Event: Identify streets, alleys, sidewalks, etc.	Square Corner Park and East Potomac Street (first block)	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Live Band(s) _____ Radio _____ DJ <input checked="" type="checkbox"/> Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Inflatables for decoration and possibly a tent

Will Vendors be set up at event? If yes, give details.	Yes _____ No <u>x</u> _____			
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <u>x</u> _____ No _____ Banner located on fence of Square Corner Park			
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____ No <u>x</u> _____			
Will admission to event be charged? If yes, what is the cost?	Yes _____ No <u>x</u> _____			
Will event generate income? If yes, who will benefit?	Yes _____ No <u>x</u> _____			
Number of people expected to attend?	Less than 50 _____	51-100 _____	101-150 _____	More than 150 <u>x</u> _____
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____ No <u>x</u> _____			
Who will provide security at this event?	City of Brunswick PD on site			
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="radio"/> Electricity <input type="radio"/> Restrooms <input checked="" type="radio"/> Barricades/Traffic Cones <input type="radio"/> City Vehicle <input type="radio"/> Trash/Recycle Cans <input type="radio"/> Police Escort <input checked="" type="radio"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) <u>No Parking signs along E Potomac Street (1st block)</u> <input type="radio"/> Other _____ 			

Signature of Applicant: <i>Lana J. [Signature]</i>	Date: 03/31/2021
---	-------------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Saturday, October 30, 2021
Name of Event:	Downtown Halloween Party
Organization Name:	City of Brunswick

Date Application Rec'd:	03/31/2021
Date Application Routed to Departments:	✓
PW Comments:	✓ approved
PD Comments:	✓ approved
P&Z Comments:	✓ approved
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: Lauren Spring/City of Brunswick

Phone Number: (301) 712-6505

Email Address: LSpring@BrunswickMD.gov

Name of Property Owner: City of Brunswick

Property Address: Square Corner Park, 1 E Potomac Street, Brunswick, MD 21716

Mailing Address: 1 W Potomac Street, Brunswick, MD 21716

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** **Parcel:** **Lot:** **Zone:**

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*

No Parking signs along E Potomac Street for Saturday, October 30, 2021.

☐ Please check if a separate list of requested resources is attached.

Signature of Applicant: Lauren Spring **Date:** 03/31/2021

OFFICE USE ONLY

#BR-ZC- **Fee Paid:** **Date:** **Issued by:**

Conditions:

Cc: DPW **Police:** **Other:**

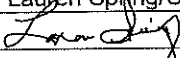


THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the Downtown Halloween Party, scheduled for Saturday, October 30, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	Lauren Spring/City of Brunswick	Date:	03/31/2021
Authorized Signature:			
Address:	1 W Potomac Street, Brunswick, MD 21716		
Phone Number:	(301) 712-6505		
Witness:			Date:



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events

Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. DEFINITIONS

- a. **"Event"** is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. **"Block Party"** is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. **"Parade"** is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. **"Race"** is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted.

Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement **may** include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

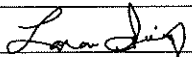
19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: 	Date: 03/31/2021
Applicant Name (Printed): Lauren Spring/City of Brunswick	

Lauren Spring

From: Heather Gottke
Sent: Tuesday, April 20, 2021 9:27 AM
To: Lauren Spring; Public Works; Kevin Grunwell
Cc: Bruce Dell
Subject: RE: 2021-10-30 Downtown Halloween Party Event App - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:01 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-10-30 Downtown Halloween Party Event App - Please Approve

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Public Works
Sent: Tuesday, April 20, 2021 1:01 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-10-30 Downtown Halloween Party Event App - Please Approve

DPW is ok with this.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Tuesday, April 20, 2021 9:01 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-10-30 Downtown Halloween Party Event App - Please Approve

Please email back with approvals/comments asap.

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City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, April 20, 2021 12:21 PM
To: Lauren Spring; Public Works; Heather Gottke
Subject: RE: 2021-10-30 Downtown Halloween Party Event App - Please Approve

BPD approves this event

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:01 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-10-30 Downtown Halloween Party Event App - Please Approve

[EXTERNAL EMAIL]

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	City of Brunswick, MD	
Contact Name:	Lauren Spring	
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Address:	1 W Potomac Street, Brunswick, MD 21716	
Email:	LSpring@BrunswickMD.gov	
Cell Phone:	(301) 712-6505	

Name and Description of Event:	Holiday Parade: A festive parade from 811 W Potomac Street to Square Corner Park, followed by Tree Lighting & Santa	
Date of Event:	Saturday, December 4, 2021	
Event Time:	Set-Up Time: 5:00PM	Event Start Time: 6:00PM
	Event Stop Time: 8:00PM	Event Tear Down Time: 8:00PM
Location of Event: Identify streets, alleys, sidewalks, etc.	Line up at 811 W Potomac Street; Parade heads down W Potomac to Square Corner Park and turns right to unload floats/trucks. But Santa stops in Square and gets off at Square Corner Park	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Live Band(s) _____ Radio _____ DJ <input checked="" type="checkbox"/> Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Inflatables for decoration and possibly a tent

Will Vendors be set up at event? If yes, give details.	Yes _____ No <u>x</u>			
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <u>x</u> No _____ Banner			
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____ No <u>x</u>			
Will admission to event be charged? If yes, what is the cost?	Yes _____ No <u>x</u>			
Will event generate income? If yes, who will benefit?	Yes _____ No <u>x</u>			
Number of people expected to attend?	Less than 50 _____	51-100 _____	101-150 _____	More than 150 <u>x</u>
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____ No <u>x</u>			
Who will provide security at this event?	City of Brunswick PD on site			
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="radio"/> Electricity <input type="radio"/> Restrooms <input checked="" type="radio"/> Barricades/Traffic Cones <input type="radio"/> City Vehicle <input type="radio"/> Trash/Recycle Cans <input type="radio"/> Police Escort <input checked="" type="radio"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) <u>No Parking signs along E Potomac Street (1st block)</u> <input type="radio"/> Other _____ 			

Signature of Applicant: <i>Lana J. J.</i>	Date: 03/31/2021
---	------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Saturday, December 4, 2021
Name of Event:	Holiday Parade
Organization Name:	City of Brunswick

Date Application Rec'd:	03/31/2021
Date Application Routed to Departments:	4/20/21
PW Comments:	✓ approved
PD Comments:	✓ approved
P&Z Comments:	✓ approved
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: Lauren Spring/City of Brunswick

Phone Number: (301) 712-6505

Email Address: LSpring@BrunswickMD.gov

Name of Property Owner: City of Brunswick

Property Address: Square Corner Park, 1 E Potomac Street & W Potomac Street, Brunswick, MD 21716

Mailing Address: 1 W Potomac Street, Brunswick, MD 21716

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** **Parcel:** **Lot:** **Zone:**

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*

☐ Please check if a separate list of requested resources is attached.

Signature of Applicant:

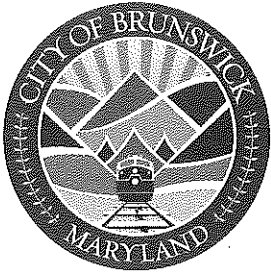
Date: 03/31/2021

OFFICE USE ONLY

#BR-ZC- **Fee Paid:** **Date:** **Issued by:**

Conditions:

Cc: DPW **Police:** **Other:**



THE CITY OF BRUNSWICK MARYLAND

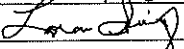
1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the

Organization/Individual, or anyone acting on its behalf in connection with or incident to the
Holiday Parade, scheduled for

Saturday, December 4, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	Lauren Spring/City of Brunswick	Date:	03/31/2021
Authorized Signature:			
Address:	1 W Potomac Street, Brunswick, MD 21716		
Phone Number:	(301) 712-6505		
Witness:		Date:	

City of Brunswick

Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events

Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. **PURPOSE**

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. **DEFINITIONS**

- a. **"Event"** is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. **"Block Party"** is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. **"Parade"** is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. **"Race"** is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted.

Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement **may** include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

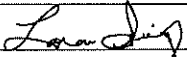
19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: 	Date: 03/31/2021
Applicant Name (Printed): Lauren Spring/City of Brunswick	

Lauren Spring

From: Heather Gottke
Sent: Tuesday, April 20, 2021 9:29 AM
To: Lauren Spring; Public Works; Kevin Grunwell
Cc: Bruce Dell
Subject: RE: 2021-12-04 Holiday Parade Event App - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:01 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-12-04 Holiday Parade Event App - Please Approve

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, April 20, 2021 12:24 PM
To: Lauren Spring; Public Works; Heather Gottke
Subject: RE: 2021-12-04 Holiday Parade Event App - Please Approve

BPD approves this event

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:01 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-12-04 Holiday Parade Event App - Please Approve

[EXTERNAL EMAIL]

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Lauren Spring

From: Public Works
Sent: Tuesday, April 20, 2021 12:56 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-12-04 Holiday Parade Event App - Please Approve

DPW is ok with this.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Tuesday, April 20, 2021 9:01 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-12-04 Holiday Parade Event App - Please Approve

Please email back with approvals/comments asap.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	SmokeTown Brewing Station	
Contact Name:	Jacob Blackman	
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Address:	223 W Potomac St Brunswick, MD 21716	
Email:	jake@smoketownbrewing.com	
Cell Phone:	240-344-1881	

Name and Description of Event:	4th of July / ^{Mini} Hatterday Event	
Date of Event:	July 3rd, 2021	
Event Time:	Set-Up Time: 10 Am	Event Start Time: 12 Pm
	Event Stop Time: 10pm	Event Tear Down Time: 10pm 9pm
Location of Event: Identify streets, alleys, sidewalks, etc.	In front of SmokeTown building and utilizing W Potomac Street. coordinating w/ city and neighboring businesses	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Live Band(s) <input checked="" type="checkbox"/> DJ <input type="checkbox"/>	Radio <input type="checkbox"/> Other <input type="checkbox"/>
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/> Tents	No <input type="checkbox"/>

Will Vendors be set up at event? If yes, give details.	Yes <u>X</u> No _____ Food Trucks + other vendors permitting			
Will signage or banners be used? If yes, give details of location, size, etc.	Yes _____ No <u>X</u>			
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____ No <u>X</u>			
Will admission to event be charged? If yes, what is the cost?	Yes _____ No <u>X</u>			
Will event generate income? If yes, who will benefit?	Yes <u>X</u> No _____ Smokekorn will benefit from alcohol sales			
Number of people expected to attend?	Less than 50 _____	51-100 _____	101-150 _____	More than 150 <u>X</u>
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes <u>X</u> No _____			
Who will provide security at this event?	Private Security/volunteers from Smokekorn Brunswick PD?			
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="radio"/> Electricity <input type="radio"/> Restrooms <input checked="" type="checkbox"/> Barricades/Traffic Cones <input type="radio"/> City Vehicle <input type="radio"/> Trash/Recycle Cans <input type="radio"/> Police Escort <input checked="" type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) <u>Street closure</u> _____ <input type="radio"/> Other _____ _____ 			

Signature of Applicant: [Signature]

Date: 4/1/21

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	
Name of Event:	
Organization Name:	

Date Application Rec'd:	4/2/21
Date Application Routed to Departments:	4/20/21
PW Comments:	✓ approved
PD Comments:	✓ approved
P&Z Comments:	✓ approved
Date of Final Approval:	
Date Applicant Notified:	

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

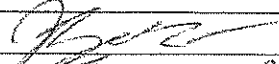
19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: 	Date: 4/1/21
Applicant Name (Printed): Jacob Blackmon	



THE
CITY OF BRUNSWICK
MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: Jacob Blackman - Smokehouse Brewing
Phone Number: 240 - 344 - 1831
Email Address: jake@smokehousebrewing.com

Name of Property Owner: David Blackman
Property Address: 223 W Potomac St, Brunswick, MD, 21716
Mailing Address: PO Box 112, Brunswick, MD, 21716
(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- Tax Map: Parcel: Lot: Zone:

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. *Note: All applications for a fence require a sketch with dimensions.

Fence will span W. Potomac Street, length
to be determined by how many local
businesses would be interested.

☐ Please check if a separate list of requested resources is attached.

Signature of Applicant: [Signature] Date: 4/1/21

OFFICE USE ONLY

#BR-ZC- Fee Paid: Date: Issued by:

Conditions:

Cc: DPW Police: Other:



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the 4th July/Mini Hockensmy Event, scheduled for July 3, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	<u>Smokehouse Brewing</u>	Date:	<u>4/1/21</u>
Authorized Signature:	<u>[Signature]</u>		
Address:	<u>223 W Potomac St</u>		
Phone Number:	<u>240-244-1831</u>		
Witness:		Date:	

Lauren Spring

From: Nathan Brown
Sent: Thursday, April 1, 2021 12:37 PM
To: Jake Blackmon; Lauren Spring
Subject: Re: Event

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks. I think the plan was that portions of downtown would be closed near square corner park up towards the Museum as this would be smaller than Railroad Days. My idea with Lauren was to expand the closing down to you guys to incorporate your event. So there should be plenty of room I would think.

I believe we are also going to book a smaller band or act more family-oriented for kids, etc. down at the Square Corner. Let me circle back with Lauren and discuss and we will be in touch.

Nathan Brown
Mayor, City of Brunswick
1 West Potomac St
Brunswick, MD 21716
301-834-7500 (City Hall)
240-529-4425 (Cell)
www.BrunswickMD.gov

From: Jake Blackmon <jake@smoketownbrewing.com>
Sent: Thursday, April 1, 2021 12:04 PM
To: Lauren Spring <LSpring@Brunswickmd.gov>
Cc: Nathan Brown <nbrown@brunswickmd.gov>
Subject: Re: Event

Hi Lauren,

Here is a filled out application form with general details. I would definitely love if we could expand the street closure this year compared to previous years to make room for social distancing and so we can invite other Brunswick businesses to set up on the street seeing as this will be kind of a city event too.

Nathan- Let me know what you think about us possibly booking a bigger band for the day and splitting some of the cost of the headliner? We would of course work out all of the logistics, stage, sound, etc. Normally we charge for admission to cover the cost of a band, but seeing as this is more of a collaboration with the city I want to make it free!

Thanks,
Jake

On Thu, Apr 1, 2021 at 8:05 AM Lauren Spring <LSpring@brunswickmd.gov> wrote:
Hey Jake,

Attached is the Event Application packet. Can you complete it as best as you can for now? I'm sure you don't have the specific details of the band and street closures etc. right now, so you can be generic on there and you and I can sort that out later.

Let me know if you have questions.

Also, my cell phone number is (301) 712-6505, just so you have it.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

From: Jake Blackmon <jake@smoketownbrewing.com>
Sent: Wednesday, March 31, 2021 4:38 PM
To: Nathan Brown <nbrown@brunswickmd.gov>
Cc: Lauren Spring <LSpring@Brunswickmd.gov>
Subject: Re: Event

Hi Lauren,

Please feel free to reach out through email or over the phone about anything for the event, or if we need to file any sort of special event permit to help make this go smoothly!

Thanks,
Jake Blackmon

On Wed, Mar 31, 2021 at 11:11 AM Nathan Brown <nbrown@brunswickmd.gov> wrote:

Lauren,

See below. Once you get some time - would you work with Jake at Smoketown on how we can incorporate their event into our overall July 3rd event downtown? We may want to contact the Ambulance Company and see if they want to sell food outside and just how we can work out an overall flow for that area to incorporate it with everything else. Also, if Smoketown sets up a stage and band, they will likely have to put up the orange fencing - but that shouldn't be a big deal. Their entrance can be on the street-facing the ambulance company.

I will let you all sort out all the details but I think this can all work. Let me know if you all need me.

Thank you,

Nathan Brown
Mayor, City of Brunswick
1 West Potomac St
Brunswick, MD 21716
301-834-7500 (City Hall)

240-529-4425 (Cell)
www.BrunswickMD.gov

From: Jake Blackmon <jake@smoketownbrewing.com>
Sent: Tuesday, March 30, 2021 5:50 PM
To: Nathan Brown <nbrown@brunswickmd.gov>
Subject: Re: Event

Hi Nathan,

Yeah that's something we'd definitely be interested in! What all would you need from us? We can try to book a band, set up in the street similar to hootenanny. Would you want to try to book additional food trucks farther down the street etc.?

Thanks,
Jake

On Mon, Mar 29, 2021 at 4:39 PM Nathan Brown <nbrown@brunswickmd.gov> wrote:

Hi Jake,

Sorry, I got behind and didn't get back to you. I also texted Dave about some of it too and haven't had a chance to circle back.

Let me put a little bit here since schedules get hectic. We are planning to have an Independence Day Celebration in downtown Brunswick this year. It will be on July 3rd. We are planning to coincide it with the Canal 50th Anniversary. Have vendors, bands, food, etc. It won't be quite as big as Railroad Days. We are also hoping most of the COVID is behind us so will be a nice outdoor event to bring folks back together. I was thinking that perhaps you all may be interested in having one of your events to coincide similar to your hootenanny? I know you haven't been able to have that for the last 2 years. That would help us be able to have something up at that end of town and incorporate you all, Kings, Ambulance Company, etc.

Lauren is planning and I did speak to her about this as well.

Nathan Brown
Mayor, City of Brunswick
1 West Potomac St
Brunswick, MD 21716
301-834-7500 (City Hall)
240-529-4425 (Cell)
www.BrunswickMD.gov

From: Jake Blackmon <jake@smoketownbrewing.com>
Sent: Thursday, March 18, 2021 6:07 PM
To: Nathan Brown <nbrown@brunswickmd.gov>
Subject: Re: Event

Hi Nathan,

I'd be happy to give you a call tomorrow. What's a good time for you?

Thanks,
Jake

On Wed, Mar 17, 2021 at 11:51 AM Nathan Brown <nbrown@brunswickmd.gov> wrote:

Jake,

We are going to be having an event this July downtown (hopefully) and I wanted to run some ideas by you sometime when you have a chance to chat?

Nathan Brown
Mayor, City of Brunswick
1 West Potomac St
Brunswick, MD 21716
301-834-7500 (City Hall)
240-529-4425 (Cell)
www.BrunswickMD.gov

Visit www.BrunswickMD.gov to sign up for important alerts and information via Brunswick Alerts

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Jake Blackmon
Director of Operations
Smoketown Brewing Station
Cell: 240-344-1831
Email: jake@smoketownbrewing.com

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Email: jake@smoketownbrewing.com

Lauren Spring

From: Public Works
Sent: Tuesday, April 20, 2021 12:54 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-07-03 Smoketown Hootenany Event App - Please Approve

DPW is ok with this.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Tuesday, April 20, 2021 9:00 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-07-03 Smoketown Hootenany Event App - Please Approve

Please email back with approvals/comments asap. This event is to coincide with our Independence Day Festival.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, April 20, 2021 12:06 PM
To: Lauren Spring; Public Works; Heather Gottke
Subject: RE: 2021-07-03 Smoketown Hootenany Event App - Please Approve

BPD is ok with this event

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:00 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-07-03 Smoketown Hootenany Event App - Please Approve

[EXTERNAL EMAIL]

Please email back with approvals/comments asap. This event is to coincide with our Independence Day Festival.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Lauren Spring

From: Heather Gottke
Sent: Tuesday, April 20, 2021 1:30 PM
To: Lauren Spring; Public Works; Kevin Grunwell
Subject: RE: 2021-07-03 Smoketown Hootenany Event App - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, April 20, 2021 9:00 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-07-03 Smoketown Hootenany Event App - Please Approve

Please email back with approvals/comments asap. This event is to coincide with our Independence Day Festival.

Lauren Spring
City of Brunswick
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Brunswick, MD 21716
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